

Position Description  
Administrative Assistant

Position Title: Administrative Assistant  
(\$30,000 - \$35,000)

Hours: Monday- Friday 8:00am – 4 pm : some weekends

Overview: The St. Michaels Police Department (SMPD) is responsible for providing 24/7 law enforcement protection and associated activities within the Town of St. Michaels.

Position Summary: Provides administrative support to the Chief and Officers of the St. Michaels Police Department. Performs a variety of routine secretarial, clerical, administrative, project based and technical work; keeps official records and the confidentiality thereof, and assists in the administration of the standard operating procedures of the SMPD. Projects a professional image through in-person and phone interaction. This individual must be able to work independently.

Minimum Requirements: Graduation from an accredited high school and a minimum of three years of administrative, secretarial and clerical experience. The individual must have a working knowledge of office protocols, data processing procedures and office equipment. Proficient in the use of office machines to include computers, typewriters, fax machines, telephones, and copy machines. Proficient in Microsoft Office Word, Excel, Power Point and Outlook. Have the ability to communicate in both oral and written form in a professional/respectful manner. A thorough knowledge of federal, state and local laws dealing with law enforcement records, their management, integrity and confidentiality.

Duties & Responsibilities:

1. Performs routine secretarial, clerical and administrative work in answering phones, receiving the public, providing customer assistance and data processing with multiple interruptions.
2. Maintain confidentiality with and file sensitive police reports and records.
3. Receive and screen visitors and calls for the Chief of Police
4. Process through data base computer all civil and criminal summons from both Circuit and District Courts. Maintain system for service by deputies and return of papers to the courts.

5. Process through data base computer all arrest warrants issued by Circuit and District Court. Maintain system for service, retention, and mailing to different jurisdictions of all warrants and criminal summons for service.
6. Maintain ledger of accountability for all checks processed, code all bills pertaining to expenses, prepare all overtime requests and forward all to Finance Office for processing.
7. Order and maintain an inventory of all office supplies required for the SMPD
8. Create and modify documents using Microsoft Office. Must be able to skillfully prepare statistical and written reports as well as presentations for management. General PC proficiency and strong skills in MS Word, Excel and PowerPoint are required, along with experience composing a number of types of professional documents.
9. Provide requested information through Miles/NCIC computer data base or by any other means.
10. Interact with other law enforcement agencies to provide or request assistance for various law enforcement activity.
11. Setup, coordinate, and attend meetings upon request of the Chief, Town Manager and other Government Officials to discuss matters affecting the Office.
12. Maintains personnel records and all administrative files, both hard copies and electronic filing.
13. Disburse all mail entering and leaving the Office.
14. Support staff in assigned project based work and preparation of statistical reports.
15. Maintains work area and work related equipment in a clean and professional manner.
16. Responsible to obtain, recover, document and update information that may/will be used to compile rosters for: personnel, equipment inventories, warrants, weapons, RADAR, and other items/information as may be required for accurate and effective office operations.
17. Interact and perform sharing of duties with other support staff.
18. Primary functions require sufficient physical ability and mobility to work in an office setting; to sit or stand for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and or, pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine motor skills to operate a keyboard.

19. Must have a valid driver's license and be able to drive Office vehicles for work functions, or to drive to meetings or training events.
20. Maintain proficiency and certification in the use of an AED.
21. Must comply with Town and SMPD's Office policy and procedures.
22. Must successfully complete a background investigation, to include drug screening.
23. Concurrent with existing work responsibilities, prioritize work assignments and develop work processes that monitor and track progress and performance of office work products.
24. Project a professional work image that reflects well on the organization, its members and its responsibilities.
25. Perform all other duties as required by the Chief and/or Captain.